

FAS-RFP-2019-001
Technical Assistance Services

Addendum #5
Issued: 3/14/2019

UPDATED ITEMS

Note: *The Questions & Answers below references changes to the original RFP.*

Questions & Answers:

Q1: In Section 8 “Response Materials and Submittal” in criteria IV “Cultural Competency” item 1 reads, “Describe how you ensure services will be culturally relevant, sensitive and linguistically appealing to the firms served, including these elements in your staffing, outreach and service design.” I would like to know what criteria you use to determine which proposal provides more/better “culturally relevant” services and outreach.

A1: *The City is committed to achieving racial equity in City government internal operations and one of its RSJI focuses includes fairness in contracting. One such objective is to support this focus through the improvement of outreach and recruitment to ensure equitable access to information about contract opportunities. This criterion is intended to ensure consideration of this focus and objective. As such, proposals will be evaluated on how well they demonstrate and/or incorporate cultural awareness and sensitivity in the provision of services, in their outreach and recruitment plans for the target population, and their plan for providing technical assistance to firms where English is a second language, either directly or through a referral service.*

Q2: In Section 8 “Response Materials and Submittal” in criteria V “Proposal Cost” it reads: “Submit a total cost to design, implement, and then to manage on an ongoing basis all phases of your proposed scope of work. Provide the major cost components, associated directly to a deliverable or completion of a phase of the start-up and delivery. Evaluators will consider, among other factors, whether the cost structure is clear, logical, easy to implement, as well as reasonable.” I’d like to know the criteria that will be used to determine the “reasonableness” of the budget.

A2: *The term “reasonableness” as used in this section shall be interpreted to mean how closely in alignment the total annual Proposal cost is to the City’s annual budget as specified in the RFP. A Proposal submitted with a total annual cost that exceeds the City’s annual budget will not be considered further.*

Also, the text of the first and second paragraphs in Item V Proposal Cost are replaced in their entirety with the following new paragraph:

Submit a total cost to design, implement, and then to manage on an annual basis all phases of your proposed scope of work. Provide the major cost components for your proposal, with the cost components totaling to a “fixed price” cost proposal that is all inclusive of all direct, indirect

and overhead costs that will be charged to the City for the services the Proposer proposes to perform and deliver to complete the work.

Q3: Related to program impact reports, does the increase in revenue and workforce need to be as a direct result of winning a City contract or subcontract in order to be reportable? Context: It's common to be working with a client for a long time and an opportunity for what they do hasn't come up yet within the City, but a solicitation for another government entity does. If they win that and grow their firm, is that reportable?

A3: *The intention of this RFP is to maximize opportunities for firms seeking to do business with the City of Seattle. However, the City acknowledges the potential success of the firm on a future City of Seattle solicitation and, will therefore, allow it to be reportable on a secondary basis. By secondary, the City would expect that such statistics would be separated from any reporting of firms bidding on or receiving actual City of Seattle contract awards.*

Q4: Related to the monthly progress reports: Will the City be providing a list each month of the names of each firm that bid on a City contract as well as the names of contract opportunities won? If not, how do you suggest we collect data for #5 & #6 on the monthly program progress reports? Context: It is very common for us to help a firm get registered in OBD, understand requirements with doing business with the City, develop a marketing plan, etc. Then, a solicitation comes out a few weeks/months later and they bid without us knowing. They may even win, and we still don't know unless the client happens to mention it or responds to a survey.

A4: *The City expects the successful firm to be able to perform the appropriate level of case management in order to be responsive to this reporting deliverable. This may require the successful firm to perform surveys of clients served or have another tool in place to achieve the reporting expectations. **Note:** The City will provide contract award information to the successful firm to the extent it is available, e.g., public works contract awards are published on the City's e-bid website (www.ebidexchange.com/seattle), or firms may search the City's Online Tools, e.g., All contracts search, here: <https://sefp92cs.hosted.cherryroad.com/psp/sefp92cs/SUPPLIER/ERP/h/?tab=SEACS> .*